Drupal Basics User Manual

Mount Holyoke College

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This user manual describes how to use Drupal to update your section of the Mount Holyoke College website and covers topics such as logging in, creating new webpages, and the basic information you need to use Drupal successfully.

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1. Overview

Drupal is the Web *content management system*, which the College uses to update and maintain official College websites. When visitors view a page, Drupal pulls the relevant bits of content from the database and composes all of the components of the page in a template. This makes it easy to quickly add or change content, without requiring knowledge of HTML or other Web technologies on the part of the user (person providing the content). Most of the content on a Drupal-based site is stored in a database. Users fill in forms via a web browser to add text and images or to upload files such as PDF's or documents.

Download the most recent version of this user manual: http://www.mtholyoke.edu/web/

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Why this CMS is called Drupal

Drupal is an English rendering of the Dutch word "druppel", which means "drop" (as in "a water droplet"). The name was taken from the now-defunct Drop.org website, whose code slowly evolved into Drupal. Dries Buytaert [the developer) wanted to call the site "dorp" (Dutch for "village") for its community aspects, but mistyped it when checking the domain name and thought the error sounded better. [Source: Wikipedia]

2. Help

If you need help in Drupal, email the College Web Team: webhelp@mtholyoke.edu rather than writing to one individual, as the mail list goes to the full web team (LITS and Communications) and our students.

Access

To obtain access to Drupal, send an email to: webhelp@mtholyoke.edu; include the name of the department(s) you maintain. You must attend an Introduction to Drupal workshop before you will be given access to Drupal.

Workshops

Information about Drupal workshops is available online: www.mtholyoke.edu/go/drupalworkshop

Login

Before you can add or edit content on your section of the College website, you need to attend Drupal training. If you work on more than one section of the College site, inform the trainer so they will give you access to all the sections you maintain on the College website.

Off-Campus Login

To access Drupal off-campus, you will log into Drupal the same way you do on-campus.

On-Campus Login

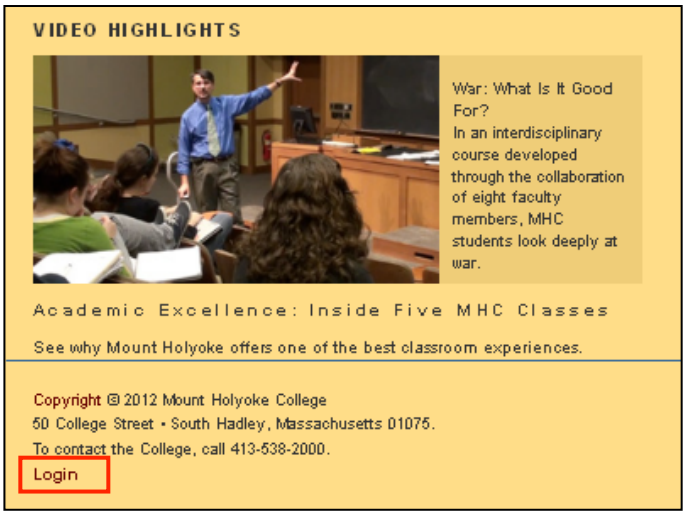
You may use any platform (i.e., PC or Mac) and any Web browser (i.e., Firefox, Internet Explorer, Safari, Chrome, etc.) to work in Drupal.

To log into Drupal, from on or off campus, follow the instructions on the next page.

A. Once you have access to Drupal, go to the webpage you want to edit.

   Scroll to the **bottom of the page**, and select **login** (below the contact the College details.

   Note: you may login from any MHC webpage that has includes **login** at the bottom of the page.


VIDEO HIGHLIGHTS
War: What Is It Good For?
In an interdisciplinary course developed through the collaboration of eight faculty members, MHC students look deeply at war.
Academic Excellence: Inside Five MHC Classes
See why Mount Holyoke offers one of the best classroom experiences.
Copyright © 2012 Mount Holyoke College
50 College Street • South Hadley, Massachusetts 01075.
To contact the College, call 413-538-2000.
Login

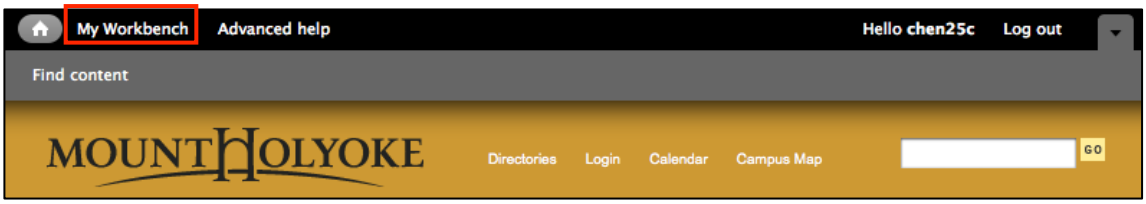
B. After clicking on the login link at the bottom of the page, you will be redirected to the authentication login page. This landing page is five-college collaboration used for authentication, do not bookmark this page.

   Select the **Mount Holyoke logo** at the bottom of the page.

C. Enter your **MHC username** and **password**.

   Click on **login**.

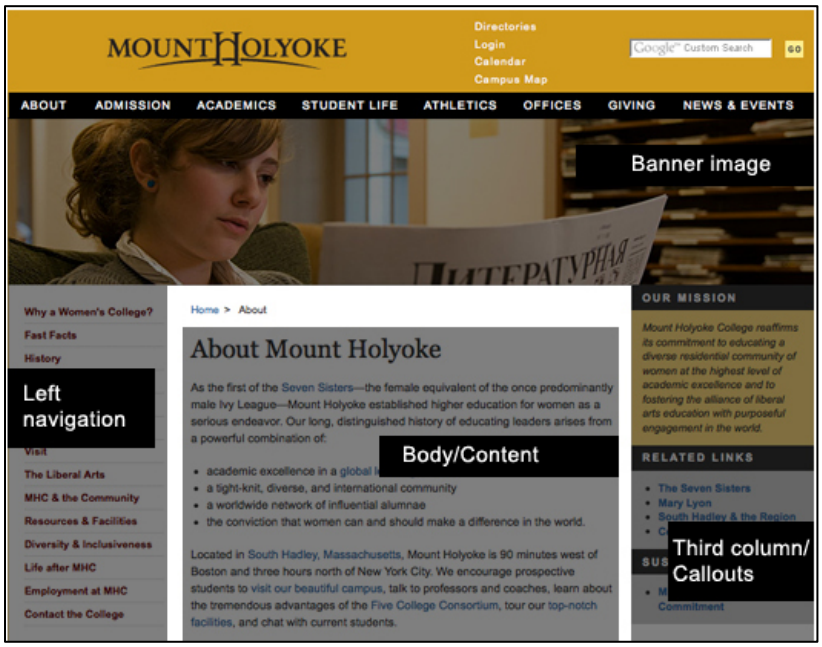
D. After you click on **login**, you should see your **workbench screen**, which looks similar to this:

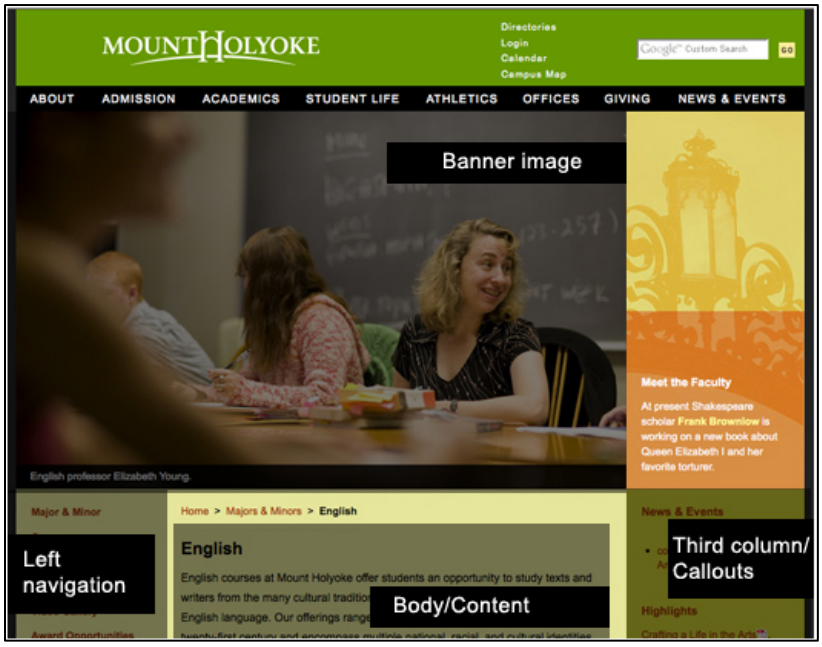


3. Regions

To help you find your way around in Drupal, become familiar with the regions assigned to each section of the page. Each webpage is broken down into regions, such as:

- Banner image (not all sections of the MHC site have banner images)
- Left navigation
- Body/Content
- Third column/Callouts



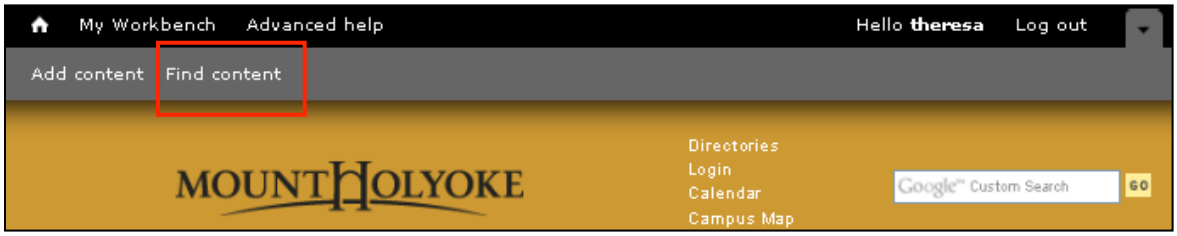


4. Find Content

Once logged into Drupal, you should be able to navigate to any page in your menus to edit/view your pages. Some pages may not be linked to a menu item, such as your left navigation.

To get to a specific page, you may navigate to the page as you would in a web browser or you can search for your content:

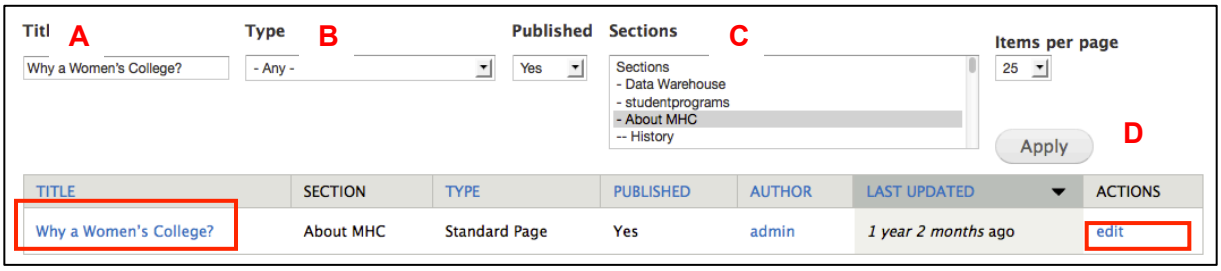
A. Select **Find Content**



B. In the **Find content** display, complete one or more of these fields:

A. Title = About (add key word if you don't know exact title)
B. Type = Standard Page (you also may choose **Any**)
C. Sections = About MHC (you leave this blank)
D. Select **Apply** (required)

C. Add a key word or title in the **Title** field, i.e. Why a Woman's College?



D. You are now ready to edit the page; select **edit** to go directly to the edit section of the page to make changes or select the page **title** link to view the page.

5. Edit Content

This section covers making changes to existing content on the website.

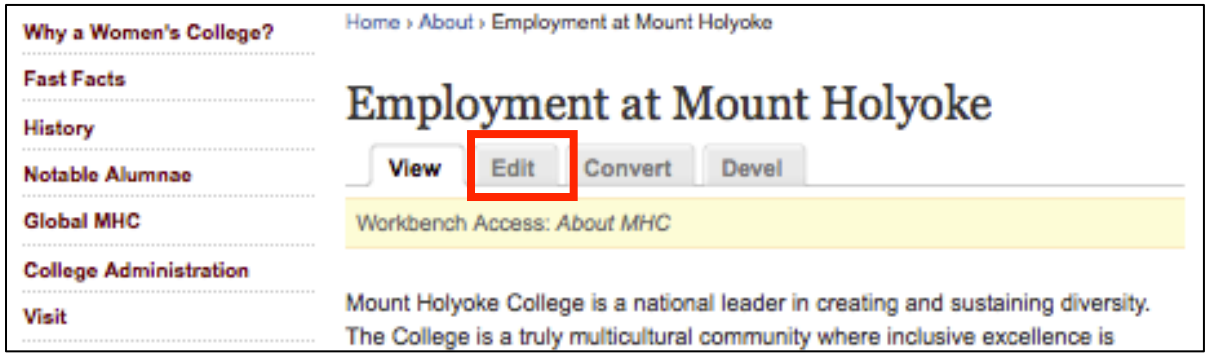
When editing a page, there are several components that may be updated, including:

- Title
- Section
- Body (where the main content is locate)
- Revision information
- File attachments
- Images

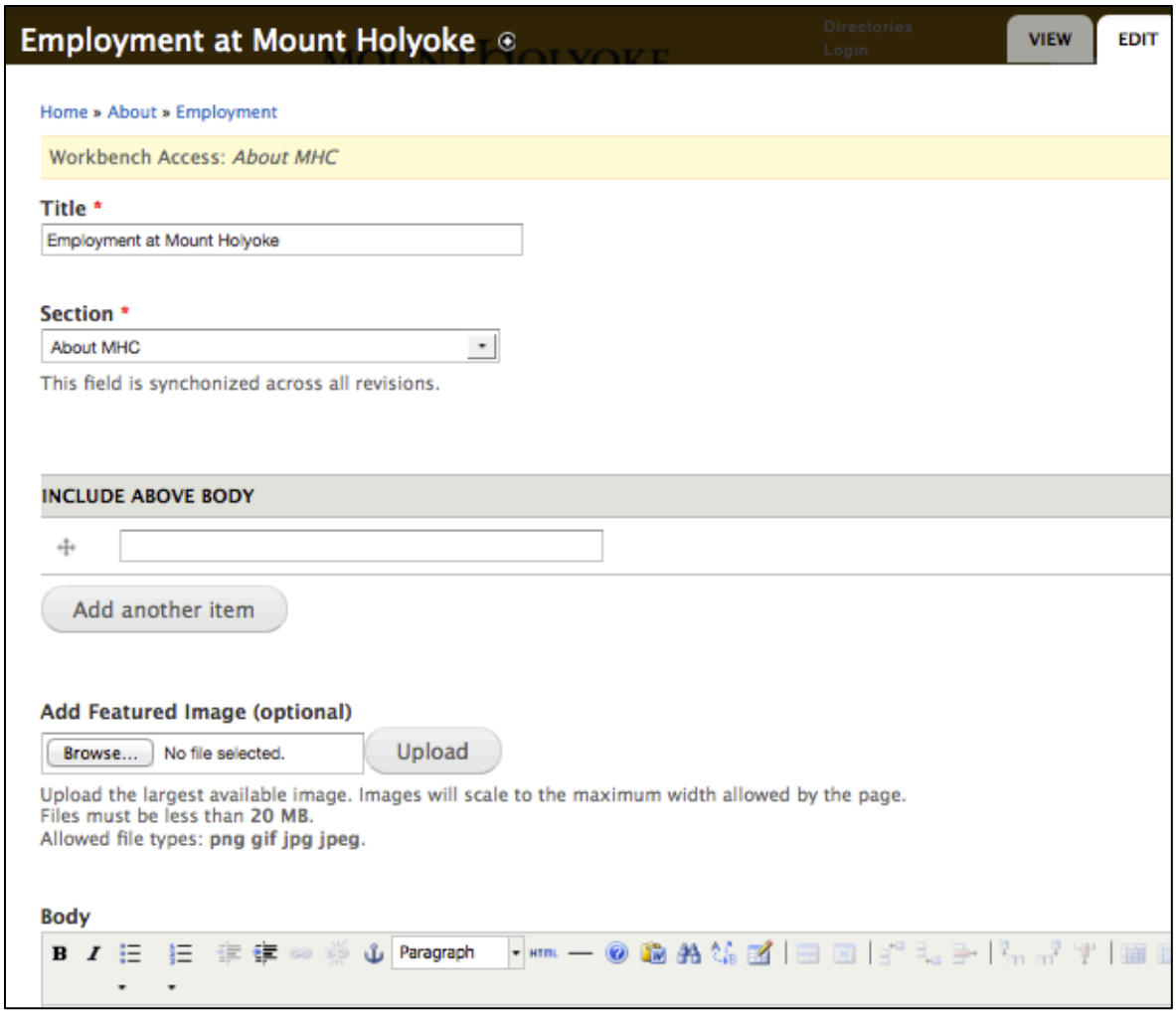
Edit Existing Pages

Time Out Warning: there is a time-out feature that may log you out while editing a page in Drupal. When using the text editor on a single page for more than an hour, Drupal may log you out. If you need to do a lot of edits to a page, save the page after 15 minutes or long to avoid being logged out.

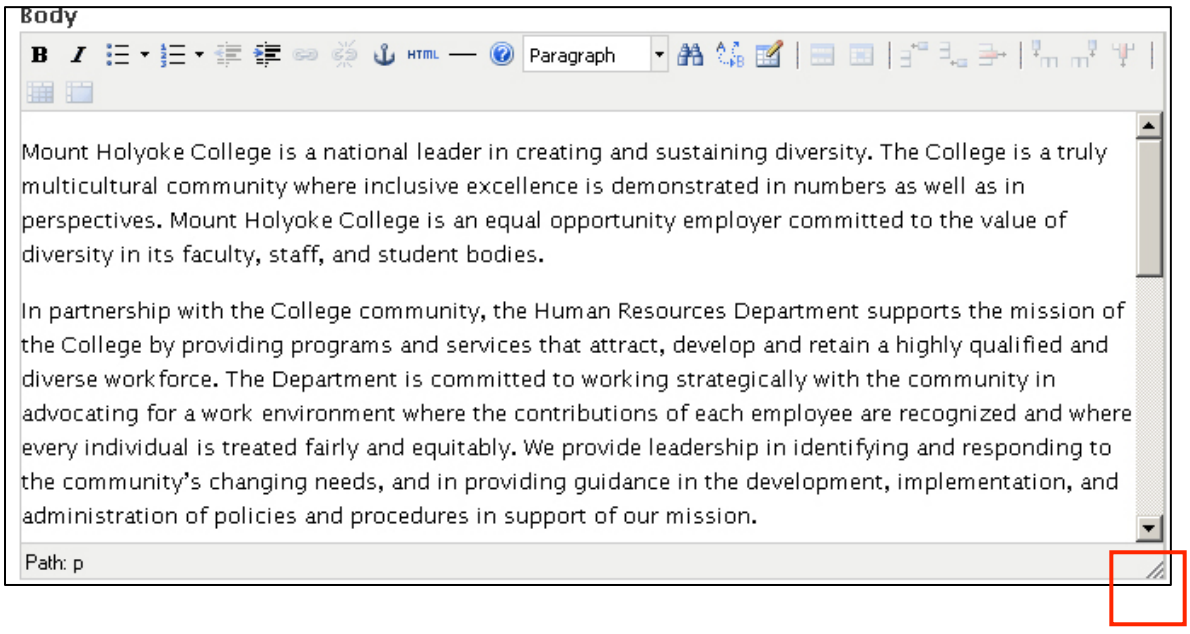
When you are logged into Drupal, you will see an **edit tab** on pages that you are authorized to edit. If you do not see the edit tab, you do not have access. Email webhelp@mtholyoke.edu to request access.



A. Navigate to the page you want to change and select the **Edit** tab; the results will look similar to this:



B. Scroll down to the **Body** section and use the **text editor** to make your changes.


Body
Paragraph
Mount Holyoke College is a national leader in creating and sustaining diversity. The College is a truly multicultural community where inclusive excellence is demonstrated in numbers as well as in perspectives. Mount Holyoke College is an equal opportunity employer committed to the value of diversity in its faculty, staff, and student bodies.
In partnership with the College community, the Human Resources Department supports the mission of the College by providing programs and services that attract, develop and retain a highly qualified and diverse workforce. The Department is committed to working strategically with the community in advocating for a work environment where the contributions of each employee are recognized and where every individual is treated fairly and equitably. We provide leadership in identifying and responding to the community's changing needs, and in providing guidance in the development, implementation, and administration of policies and procedures in support of our mission.
Path: p

C. To make the text editor window larger, **drag the bottom right edge corner**.

D. To preview your change, scroll down the page and select **Preview**.
This is optional; you may chose to select **SAVE** and then review your page.

Use the "Preview" feature carefully. Your changes will not automatically be saved after you preview the page; you must select save after you have previewed your changes or all changes will be lost. Also, do not click on links while in preview mode, as you will be directed off the preview page and your changes will be lost.

E. Once you are satisfied with your change, if you selected Preview, scroll to the bottom of the page again and hit the **Save** button.

Spell Check

At this time, the text editor in Drupal does not have a spellcheck feature. You may copy text from the text editor and paste it into Word and use that spell check. If you do this, use the **Paste from word** feature to paste your content from Word into Drupal or you may end up with the fonts on your page looking messy. See details below (Input Format) for more information.

We offer training in Siteimprove, a web tool that provides reports on broken links and misspellings. You may register for this training online: https://www.mtholyoke.edu/web/training

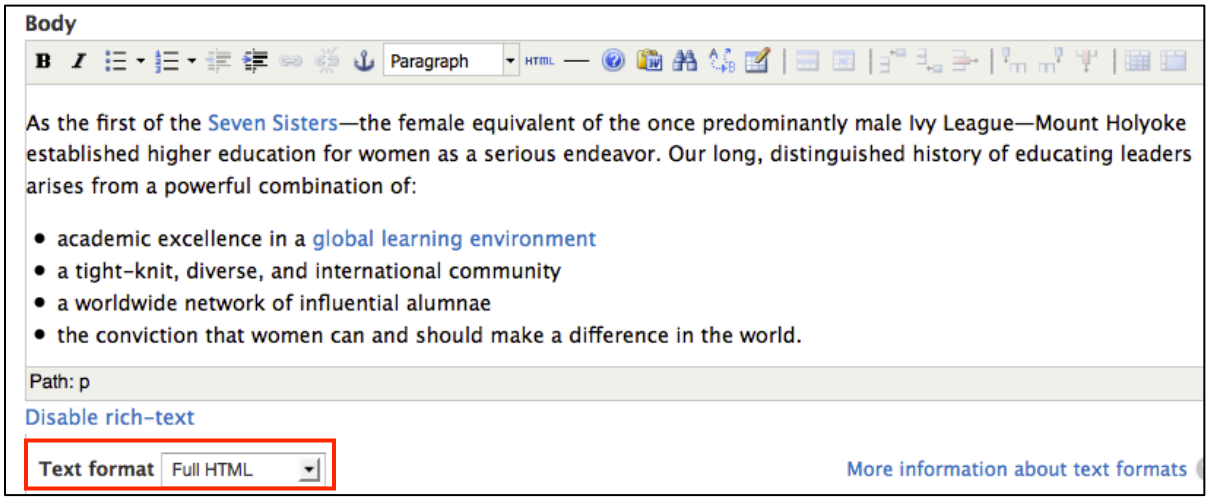
Input Format

When you cut and paste from other applications, the HTML produced may cause havoc with your web page, which results in fonts showing up in your content that you don't want. To avoid adding fonts and bad HTML to your webpages, always use the **Paste from word** feature to paste your content from another application, such as Word.

A. Copy the text from the other application.

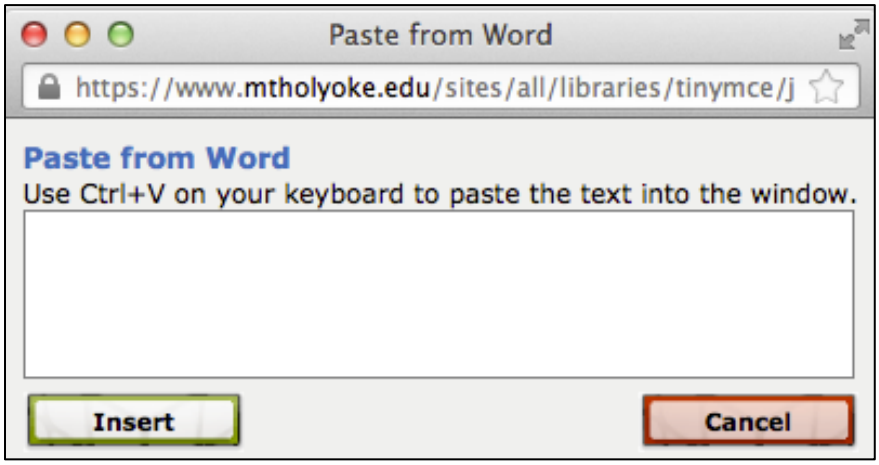
B. Place your cursor in the body field of the text editor in the area where the text will be pasted.

C. If the Word icon does not appear in the menu option, switch the text format to Full HTML from the pull-down menu below the text body.


Body
Paragraph
As the first of the Seven Sisters—the female equivalent of the once predominantly male Ivy League—Mount Holyoke established higher education for women as a serious endeavor. Our long, distinguished history of educating leaders arises from a powerful combination of:
academic excellence in a global learning environment
a tight-knit, diverse, and international community
a worldwide network of influential alumnae
the conviction that women can and should make a difference in the world.
Path: p
Disable rich-text
Text format
Full HTML
More information about text formats

D. Select the Word icon.

E. When the popup window appears, paste the content in the text window, and then select **insert**. The popup window will close and your text will appear in the body field.



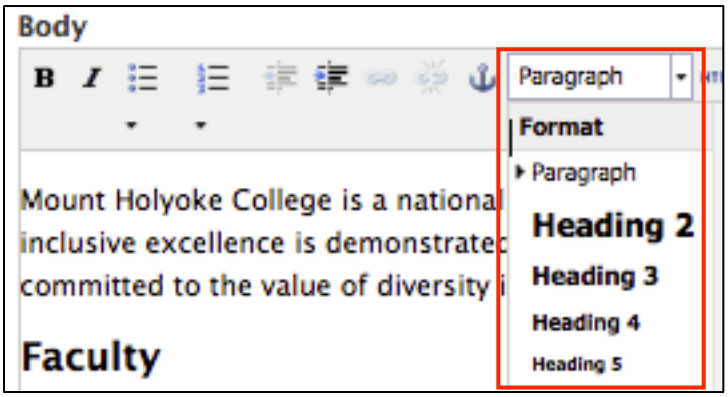
F. If there are text links, review them to make sure they are correct.

G. Links to PDF files must be removed from the text and the PDF file will need to be uploaded to the page. Instructions on how to upload and link PDF files are in additional documentation.

H. After you save the page, review all links to verify they are accurate. Links to other MHC sites should be relative (i.e., /acad/English not https://www.mtholyoke.edu/acad/english). Links to non-MHC affiliated websites should open in a new window.

Text Styles

When entering headings in your articles, use the **Format** drop down menu as shown below:



To set a heading style, select the line of text that you wish to make into a heading in the content window, and then choose a style from the format drop down box.

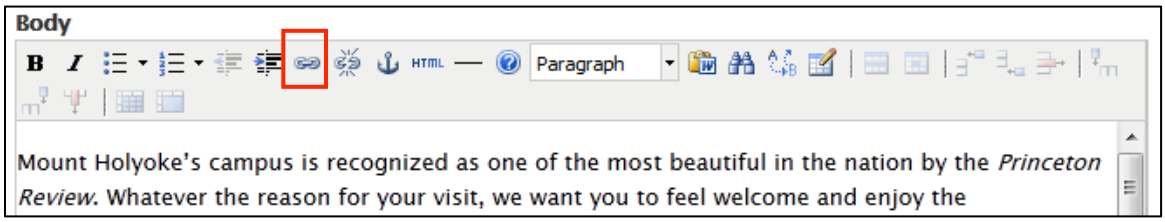
6. Links

Broken Links

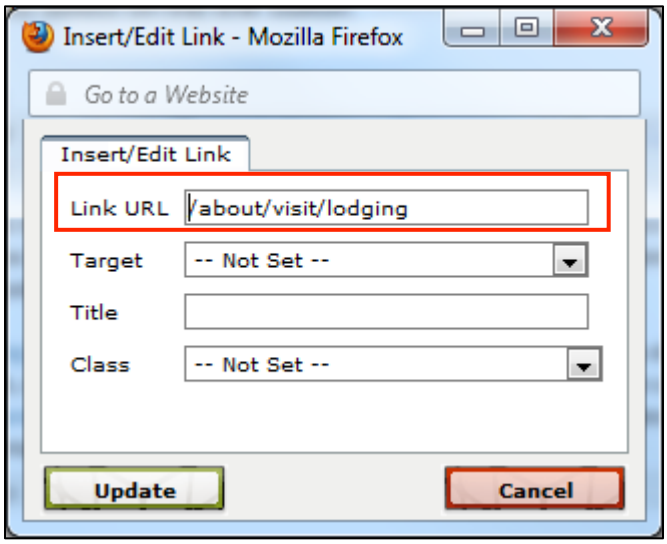
We offer training in Siteimprove, a web tool that provides reports on broken links and misspellings. You may register for this training online: https://www.mtholyoke.edu/web/training

Text Links

A. While editing a site page, with your cursor, highlight the text you would like to make into a link and select on the link button.


Body
Paragraph
Mount Holyoke's campus is recognized as one of the most beautiful in the nation by the *Princeton Review*. Whatever the reason for your visit, we want you to feel welcome and enjoy the

B. A popup window will display similar to the image below:



C. To link to another MHC webpage:

1) Type or paste the relative URL; i.e. /about/visit/lodging, in the link box (as shown above).

2) Select the **Insert** button; the popup window will disappear.

3) Exception: Athletics – copy the full URL for all Athletics pages, as this site is not in Drupal.

D. To link to another website:

1) Copy the full URL/address from the website; i.e. http://www.nytimes.com/ and then paste the URL in the link box (as shown above).

2) To make the external link open up in a new window: select the **Target** tab and set the "target" to "open link in new window". MHC Protocol is to open a new window or tab when linking to a site that is not affiliated to the College.

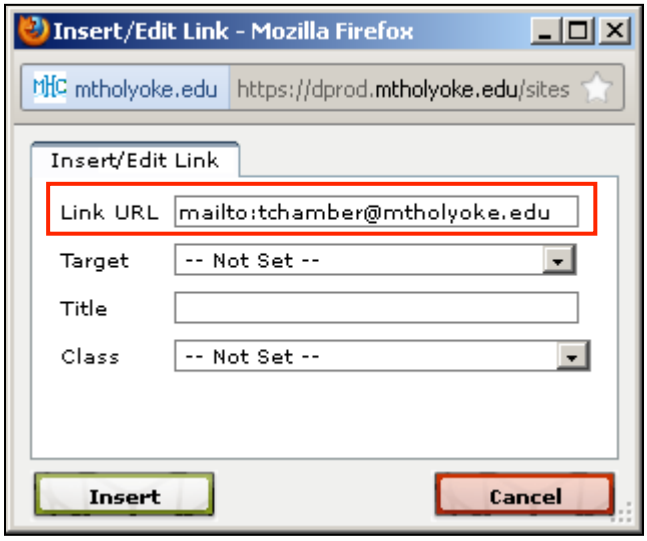
   Do not set the target to open a new window to another section of the College website, the Alumnae Association, ISIS, or any MHC applications or affiliated websites.

3) Select the **Insert** button; the popup window will disappear.

Email Links

A. While editing a site page, with your cursor, highlight the text you would like to make into a link and select on the link button.

B. A popup window will display similar to the image below:



C. Enter "mailto:" followed by the email address in the field to the right of **Link URL**; i.e. mailto:username@mtholyoke.edu (see above image). No spaces are allowed; otherwise the email link will not work.

D. Press **Insert** to create the link.

7. Images

Images on Standard Pages

You have two options for adding an image a standard page:

1. At the top of the page, which will align left of your text
2. At the bottom of the page, which will align to the left and has an optional caption field (text will show below the image)

The process for adding the image is the same for both locations. However, an image at the top of the page will automatically reduce in size to fit the image and text side by side.

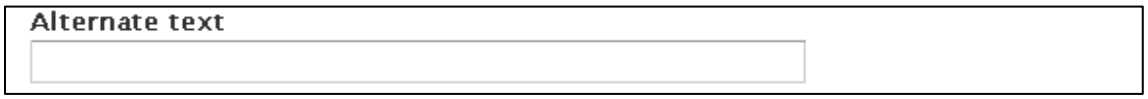
To add an image to a page:

A. **Browse** for the image.

Add Image Below Page Body (optional)
Browse...
Upload
Upload the largest available image. Images will scale to the maximum width allowed by the page.
Files must be less than 20 MB.
Allowed file types: png gif jpg jpeg.

B. Select **Upload**. An alternative text box will appear after you select upload.

C. Add alternative text in the dialogue box below the image – **this is required for all images**.



This text will be used by "screen reader" software, so that a person who is listening to the content of a webpage (for instance, a person who is blind) can interact with this element. The College is required to add alternative text to be compliant with website guidelines under Title II of the ADA (Americans with Disabilities). Search engines also use this text when the image cannot be loaded.

8. Upload File

To update or replace a version of a file that has already been uploaded to a webpage, see instructions on page 3 on how to replace a PDF with a newer version. These instructions also apply for uploading other files, such as Word docs or Excel spreadsheets.

A. Check the PDF file name

Before you upload the file to Drupal, rename the file name as follows:

1) Remove spaces; use_underscore_between_words
2) Use lower-case letters only; do not use upper-case letters
3) Use letters or numbers only; do not use special characters

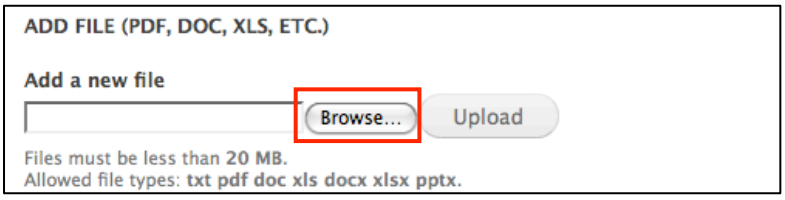
B. Upload PDF

You will upload the PDF, **save the page, and then go back into the edit mode** to link to the PDF. Do not link to the PDF until after you save the page or the link may not work correctly.

1) Go to the page you would like to attach a file and select the **edit** tab.
2) Scroll down to the section below the text editor window to the area where you can add files and select **Browse** and go to the document (on your computer, etc.) you would like to upload

ADD FILE (PDF, DOC, XLS, ETC.)
Add a new file
Browse...
Upload
Files must be less than 20 MB.
Allowed file types: pdf doc docx ppt pptx pps ppsx xls xlsx swf flv mp4 mov mp3 m3u aif rtf txt tif eps zip rar js.

3) After you select your file, select **Upload**.

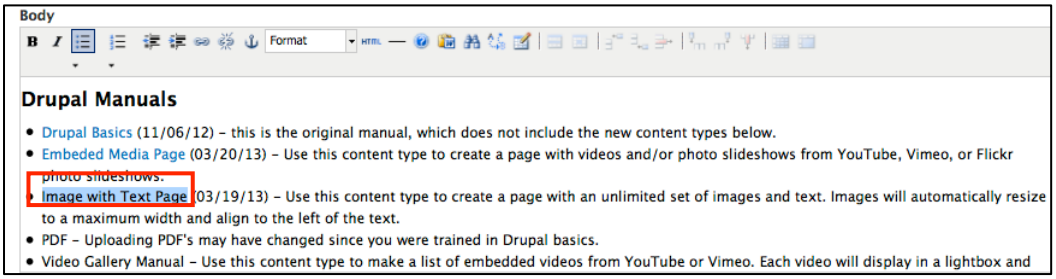

ADD FILE (PDF, DOC, XLS, ETC.)
Add a new file
Browse...
Upload
Files must be less than 20 MB.
Allowed file types: txt pdf doc xls docx xlsx pptx.

4) Scroll to the bottom of the page and select **Save.** Do not add the text link before saving.

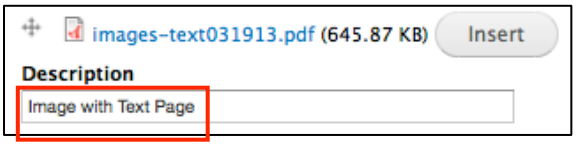
C. Add Text Link to PDF

1) Select **Edit** to return to the text editor.

2) In the **text editor**, highlight and then copy the text that you want to become a link to the file.


Body
Format
Drupal Manuals
Drupal Basics (11/06/12) - this is the original manual, which does not include the new content types below.
Embeded Media Page (03/20/13) - Use this content type to create a page with videos and/or photo slideshows from YouTube, Vimeo, or Flickr
Image with Text Page (03/19/13) - Use this content type to create a page with an unlimited set of images and text. Images will automatically resize to a maximum width and align to the left of the text.
PDF - Uploading PDF's may have changed since you were trained in Drupal basics.
Video Gallery Manual - Use this content type to make a list of embedded videos from YouTube or Vimeo. Each video will display in a lightbox and

3) With the text still highlighted, scroll down to the description field, which is below the file you uploaded, and paste the text in the **Description Field**.



4) Select **Insert**.

5) Scroll to the bottom of the page and select **Save**.

D. Test the New Link

1) Check your text link to make sure the PDF opens correctly.

2) Log out of Drupal and check the link again.

3) It may take up to 10 minutes for the changes to appear on the page. Do not make any further attempts to update the document until at least 10 minutes have passed and you have tested the PDF link from the live page.

9. Replace File

When replacing a PDF or other file, the new/updated file must have a different name than the previous version.

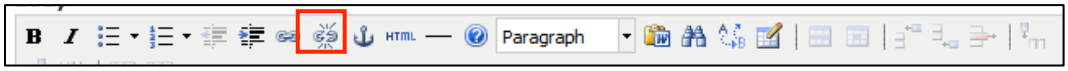
The old version of your file will remain in Drupal's database. This means the old document can be found via Google's search engine. If you need a file to be removed from the web/database, email webhelp@mtholyoke.edu and ask for the file be removed, include the file name and the URL of your section of the web in your email.

Replacing a PDF file does not update any links to the file. If you link to the same PDF on more than one webpage, you must manually update those links as well. Consider pointing to one page which links to one page listing your PDF's.

Always check your live webpage after logging out of Drupal to make sure the file is 1) working/downloading, and 2) the correct version of your file. If you experience problems with this process, email webhelp@mtholyoke.edu for assistance.

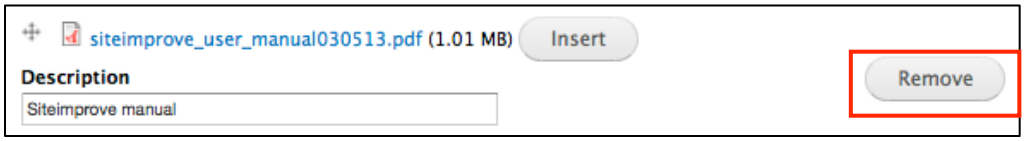
A. Remove the Text Link

1) Highlight the link text and then selecting the **unlink** icon.



B. Remove the PDF

1) Select **Remove**, which is located to the right of the file.



C. Check the PDF File Name

Before you upload the new file to Drupal, rename the file name as follows:

1) Remove spaces; use_underscore_between_words
2) Use lower-case letters only; do not use upper-case letters
3) Use letters or numbers only; do not use special characters

D. **Upload the new PDF** – See instructions earlier in this manual.

E. **Link to the PDF** – See instructions earlier in this manual.

F. **Test the New Link**

1) See instructions earlier in this manual.

2) Also test the link logged out of Drupal.

3) It may take up to 10 minutes for the changes to appear on the page. Do not make any further attempts to update the document until at least 10 minutes have passed and you have tested the PDF link from the live page.

10. Revisions

This option allows you to retain old versions of content. If you make a mistake during your updates, you can always revert back to a **previous version**.

11. Content Types

When creating new pages, there are several types of content that may be available on your website; however, not all content types are available for all sites.

Art Museum Basic and Home Page – for Art Museum use only.

Campus Police Basic Page – for Campus Police only.

Embedded Media – use for embedding video and photos from YouTube, Vimeo, or Flickr. This page may contact both videos and Flickr slideshows. See how to create or edit an embedded media page in the Beyond Basics User Manual.

Image with text – used to create a page with an unlimited set of images and text. Images will automatically resize to a maximum width and align to the left of the text. See how to create or edit an image with text page in the Beyond Basics User Manual.

People Pages– used for faculty, staff, student or alumnae "people pages". See how to create or edit a people page in the Beyond Basics User Manual.

Random Text Callout – rotating featured person used on the academic department websites. This feature is being phased out. If you need an image removed, email webhelp@mtholyoke.edu for assistance. New images are not longer being added to these image banks.

Standard Page – used for most webpages. See next section for instructions on how to create or edit a new standard page.

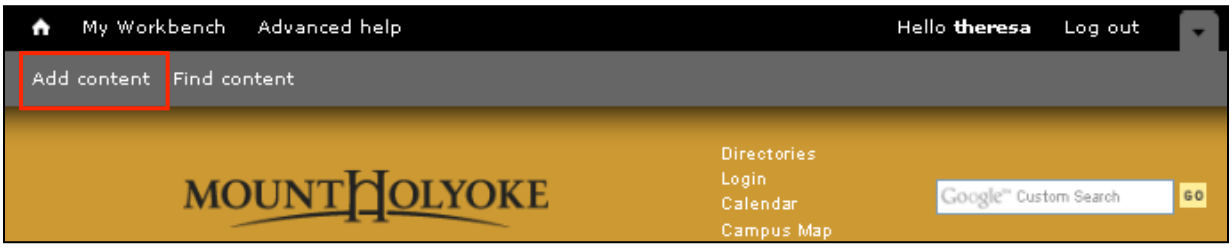
Video Gallery – used to make a list of embedded videos (YouTube, Vimeo). Each video will display in a lightbox and should contain a brief description. See how to create or edit a video gallery page in the Beyond Basics User Manual.

Webform – for forms or questionnaires. You must attend a webform workshop before you may edit or create webforms. We encourage to use Drupal for your forms rather than other applications, such as Google forms. We provide Drupal support and we can help you update the form, change the form owner, and retrieve the data, etc. See the Webform User Manual .

12. Create New Standard Page

A. Select **Add Content**.

Once you have logged-in, you should find link called **Add content** at the top of your personal menu.



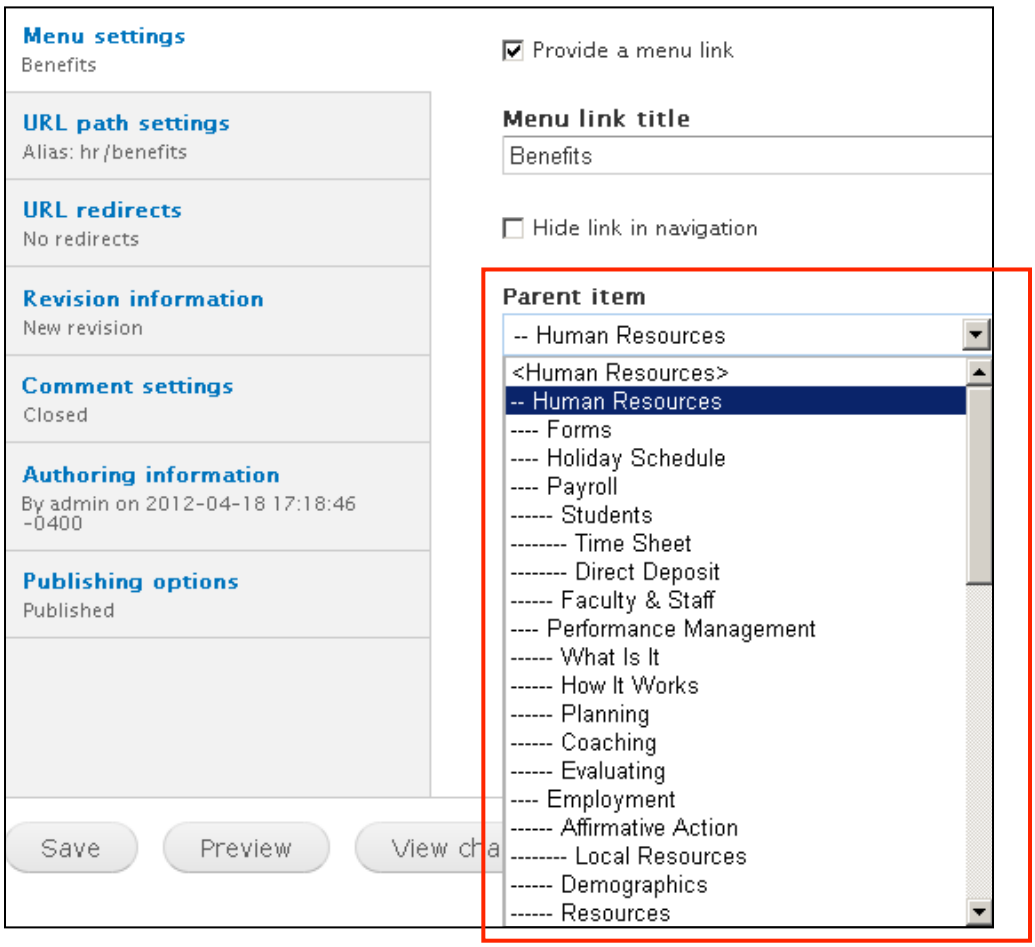
Select this and you'll see a list of the types of content you can create. This list reflects the privileges assigned to your user account or to the role your account is part of.

B. Select **Standard Page** from the list of content types.

1) Add the **Title**.
2) Select the **Section**.
3) The Featured Image option is not yet available.
4) Add content to the **Body**. Follow the steps you used to edit a page.
5) Select the Parent Item pull-down menu, and click on the location you want the new page to appear in the left navigation.
6) Scroll to the bottom of the page and check the box to the left of Provide **a menu link**; located next to Menu settings;

7) More options will appear.

8) Select the **Parent Item** pull-down menu, and click on the location you want the new page to appear in the left navigation.



In the example above, the new page will be added to the main navigation. If you want it to appear as a sub-navigation page, such as a sub-page of the section titled “Employment”, then you would select Employment and after the page is saved it will be listed in the left navigation under Human Resources > Employment.

9) Select **Preview** or **Save**.

Note: if you do not select “save” after editing or creating a page, the changes will be discarded. If you are in the preview mode and click on a link, changes will be discarded.

13. Log Out

Once you have finished all of your site updates and work, log out of the system. You will find the **Log out** link in the menu bar. Select the **Logout** link and the system will log you out.

It's a good idea to make your edits, log out and review them when you are not logged into your website.

14. Conclusion

There is a lot more functionality in Drupal than covered in this starter manual. This manual will continue to expand over time.

15. Glossary

Content Management System (CMS): CMS refers to the MHC Web Content Management System. It is the program (Drupal) that we use to create a framework for the content of our website.

Section: The College is one website – each office, department, or program is a section of the College website. When writing about the web (i.e., in the catalogue) you may continue to refer to your website.

Versions: Any time a change is made to a content page, Drupal automatically saves a version of that content, which allows content to be reverted to an earlier version.

Workbench: The workbench where you work on sections you have access, where you will find your recent edits, and where you can search for content.